



Director of Programs

Diversity Focus, a dynamic, non-profit organization devoted to enhancing the diversity of the Cedar Rapids-Iowa City area, is seeking candidates for the position of Director of Programs. This position will report to the Executive Director of Diversity Focus.

Position Summary:

Provides overall leadership in capacity building, planning, implementation, and evaluation for Diversity Focus' programs and training offerings. In alignment with the 2009 Corridor Diversity Climate study (see Executive Summary at www.diversityfocus.org), ensures program/training offerings address community needs and gaps highlighted by the study. This position requires a high degree of knowledge and experience in diversity, inclusion and cultural competency training and resources.

Areas of Responsibility:

- Serve as back-up to the Executive Director in relation to board, staff, sponsors and community relations
- Assess, develop and implement DF programming and training to create a welcoming and inclusive Corridor community
- Develop and implement training delivery process for DF Diversity and Inclusion/Cultural Competency program/training offerings
- Develop and execute strategy to build capacity for program/training offering
- Enhance and expand delivery of D F's Spanish Conversation Circle at-your-site, annual Student Leadership Conference, Crash Dialogues, FindIt on-line repository of diversity resources, Cultural Ambassador
- Identify, recommend, secure, train and manage professional contracted trainers to deliver DF training and programs as needed
- Develop processes, standards, criteria and expectations for program development consultants as needed
- Manage program staff by aligning responsibilities with program goals, objects and expectations
- Manage and implements methods and procedures to measure and evaluate training and programs' effectiveness
- Manage all aspects of Inclusive Communities publication (every two years)
- Assist in building infrastructure for on-site delivery of programs and trainings
- Assist with planning and execution of Leadership Conferences
- Oversee the process of procuring training and program supplies and materials
- Manage program budget
- Develop and implement a volunteer recruitment and orientation initiative to build DF community outreach an impact
- Lead the development and implementation of a DF speakers' bureau
- Assist with the recruitment of additional sponsors and members
- Oversee the preparation of grant applications to ensure adequacy and timeliness as needed

Knowledge and skill requirements:

- A four-year degree, with a minimum of five years similar professional experience
- A thorough knowledge of and experience in diversity, inclusion and cultural competency programs, training best practices and resources
- Ability to design, develop and implement innovative programs
- Excellent communication skills both orally and in writing
- Proficiency in Microsoft Office programs including Microsoft Outlook, Word, Excel and PowerPoint

Preferred qualifications:

- Experience working in a non-profit organization
- Experience managing staff
- Knowledge of human resources management
- Successful grant proposal writing experience
- Familiarity with social media

Competencies:

- Values Diversity – the individual shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyles, perspectives, or interest; seeks to understand the worldview of others; sees differences in people as opportunities for learning about and approaching things differently.
- Adaptability – handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity; demonstrated flexibility
- Technical expertise – the individual possesses up-to-date knowledge on diversity, inclusion and cultural competency best practices and program development, accesses and uses other expert resources when appropriate
- Communications – the individual speaks clearly and expresses self well in groups and in one-to-one conversations; written communication conveys information clearly and effectively through both formal and informal documents, reviews and edits written work constructively
- Commitment to quality – emphasizes the need to deliver quality programs and services; defines standards for quality and evaluates programs and service against those standards; manages quality
- Innovative – the individual goes beyond the status quo; recognizes the need for new or modified approaches; brings perspectives and approaches together, combining them in creative ways
- Sound judgment – the individual displays willingness to make decisions, exhibit sound and accurate judgment and makes timely decisions
- Strategic thinker – the individual considers a broad range of internal and external factors when solving problems and making decisions
- Staff management - the individual provides clear direction and priorities; clarifies roles and responsibilities to build effective teams committed to organizational goals

To apply:

Candidates should email a resume and cover letter detailing their passion for Diversity Focus' mission to **employment@act.org** by August 2.

The search for this position is being conducted for Diversity Focus by ACT, Inc., a Diversity Focus sponsor.